

**CITY OF STUART
JOB DESCRIPTION**

Title: COMPLIANCE SPECIALIST
Department: Water & Sewer General Government
Job Code: 3000
Grade: 1117
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

This is a highly responsible administrative work of considerable difficulty in assisting the Public Works Utilities Coordinator in the directing, analyzing and coordinating of the water and wastewater utility system. Incumbent is under the general supervision of the Assistant Public Works Director. Work is reviewed verbally, through written reports and/or through observation upon work completion and established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assists and monitors as needed, procedures for the operation and maintenance of the Water, Wastewater, Maintenance and Distribution & Collection Teams.
2. Responsible as directed for special projects such as Industrial Pre Treatment Program, Gravity Sewer Inflow/Infiltration Program, Capacity, Maintenance, Operation and Management (CMOM) Program, Water and Wastewater Permit Compliance Schedule, Water Meter Testing and Replacement Program, Source of Supply Protection Program, Utility Team Standard Operating Procedure Manual and other projects as assigned.
3. Researches and recommends for changes to existing policies and procedures and implements new programs as directed.
4. Assists in the recommendations of budget items for division.
5. Responsible for program divisional reports and maintenance of related files and records.

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6. Responds to inquiries from the general public and provides resolutions for problem areas, verbally or in writing.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Associate of Arts Degree supplemented by ten (10) years of experience in water and wastewater utility operation, maintenance and management or an equivalent combination of training and experience.

Must possess valid Florida driver license.

B. Knowledge, Abilities and Skills:

Knowledge of federal, state, local guidelines, policies, procedures and regulations regarding water and sewer utility systems and equipment.

Knowledge of water and wastewater operation and maintenance processes and controls.

Ability to establish written guidelines for water and wastewater programs, policies and procedures.

Knowledge of occupational safety rules and practices.

Knowledge of operation and routine maintenance of light and heavy equipment.

Ability to understand, follow and provide oral and written instructions.

Skilled in the operation of modern office equipment including fax machine and computer programs to produce reports and schedules.

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C. Physical Requirements:

Task involves the regular and at times sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, stretching, standing, working in confined spaces, and lifting or carrying moderately heavy (50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires visual and color perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee